CALIFORNIA
STUDENT AID
COMMISSION

TOOLS

WebGrants User Guide

Updated: SEPTEMBER 30, 2003

Tools Main Page

Purpose

Various tools are being developed that function outside of WebGrants and assist schools in utilizing WebGrants data more efficiently. Most of these tools will require that users download programs onto their own computers. Some require additional software be resident on the user's computer.

Page Elements

1. Tools Menu
This link is at the top every page and will open the Tools Menu from any screen.

2. Roster Data File Compare
UC Davis developed an executable program to compare roster data files; Commission staff then modified the program so that it could be launched without the need for schools to purchase additional software. Use of this tool allows a data file comparison to be run on the user's computer rather than through the Internet using WebGrants . This allows a faster comparison time and allows comparisons when WebGrants access is not available.
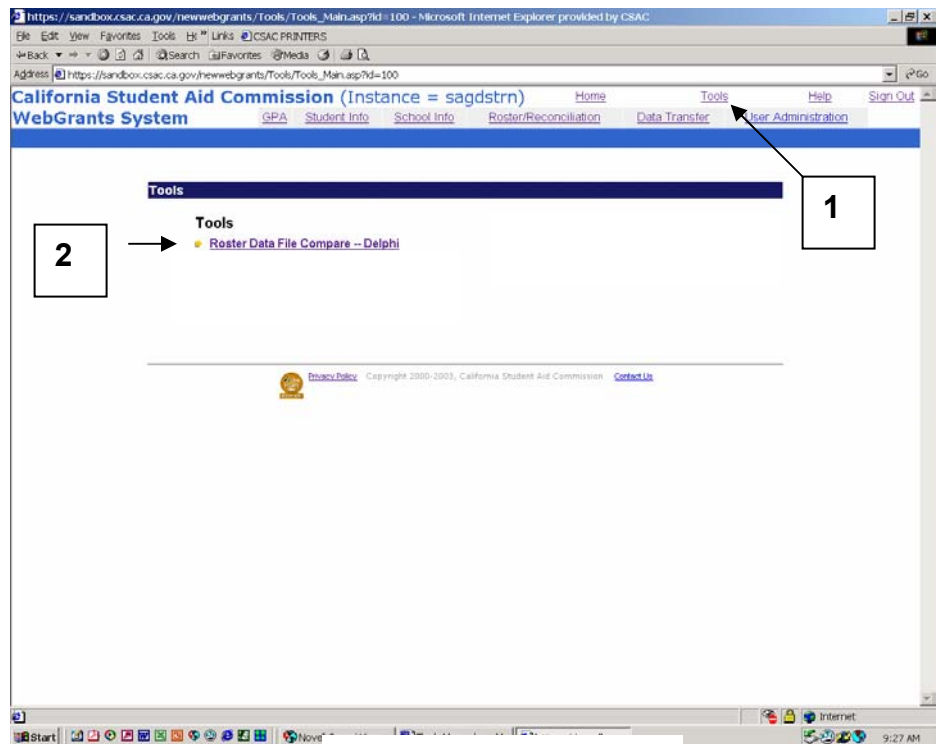

Figure 7-1: Tools Page

Access

The Tools menu can be accessed from any screen.

Page Functions

Download Roster Data File Compare Tool
1. Click the Roster Data File Compare link
2. If a security message appears, click <Yes> to continue
3. A File Download box will appear, click the <Save> button
4. Select a location to save the program file. Saving the file to the user's desktop is the recommended location.
5. A Download Complete box will appear; click the <Open> button to launch the program.

Roster Data File Compare Tool

Purpose

The Roster Data File Compare Tool allows schools to compare CSAC payment roster data files to isolate changes and new data. To use the tool, the files to be compared must reside on the user's hard drive, a floppy drive or on any user accessible network drive.

Page Elements

1. Select Old File Button
This is used to select the old "base" file to which the new file will be compared. The old file must have been previously saved to the user's own hard drive, a floppy drive or on any user accessible network drive.

2. Select New File Button
This is used to select the new file to be compared to the old file.   The new file must be saved on the user's hard drive, a floppy drive or on any user accessible network drive.

3. Compare Button
This is used to perform the comparison between the selected old and new data files.

Figure 7-2: Roster Date File Compare Tool

4. Display choices panel
Once the data comparison has been completed, the user can select which changes to view in the Display Comparison Data Field
- Results File - The results file is in the same format as the roster file format, used prior to July 2003, displaying changed records with a @ sign and new records with an *. All of the records on the New File are included in this data file.
- Dropped Records – These are those records that were appearing on the Old File but not on the New File.
- Changed Records – These are the records that had changes to the Roster Indicator (Section), Unmet Need, Forecasted AY Eligibility or Annual Award Amount from the Old File to the New File.
- First Time on Roster – Displays only those records that were not on the Old File but are on the New File.

5. Display Comparison Data Field
Field used to display compared data.

6. Save New Data File Button
This button is used to save the resulting comparison data file to their hard drive or other user selected location.

7. Print Button
Use this button to print the resulting data file. The "Results File" view will be very large and the user would probably only print the "Changed," Dropped" or "First Time on Roster" views.
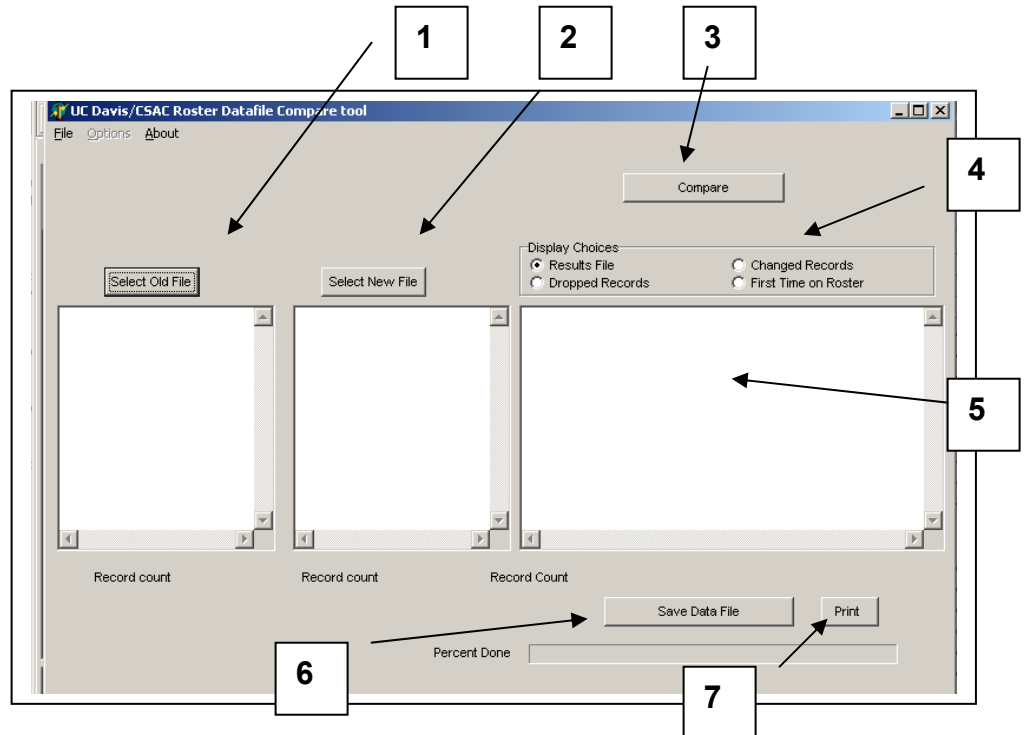
Roster Data File Compare Tool

Access

The Roster Data File Compare Tool can be access by clicking the Tools menu from any screen. Select the link for the tool. The program can be run in place or saved on the user's computer.

Page Functions

Compare Two Roster Data Files Adding Indicators For New and Changed Records

1. Save both of the files to be compared using the Data Transfer/Report Download function.
2. Click on the <Select Old File> button and choose the old roster file to which you will compare the new file.
3. Using the <Select New File> button, choose the new roster file that you will compare to the old file.
4. Hit the <Compare> Button.
5. Upon completion click on the <Results File> indicator.

   ➜ The resulting data file will contain <u>all</u> of the records contained in the **New File**. Changed records are indicated with a @ sign and new records with an *.
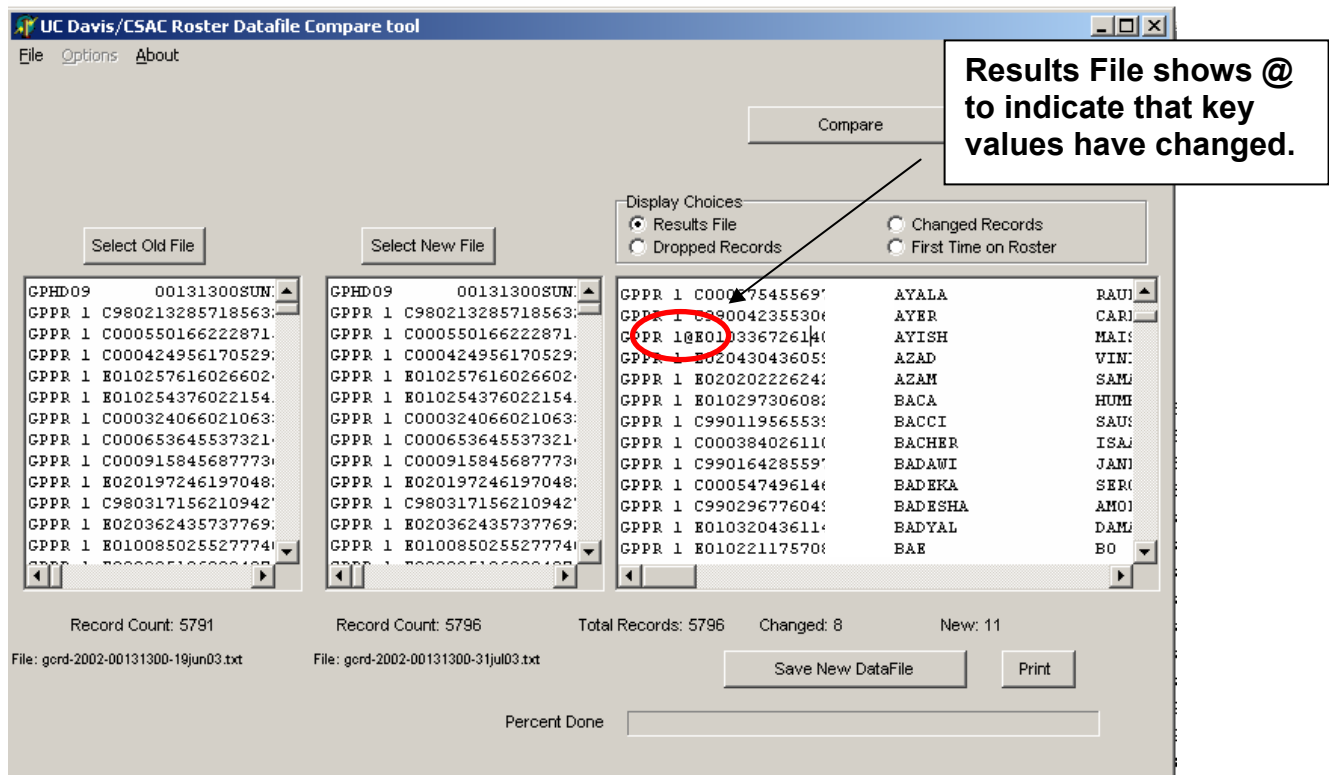

Figure 7-3: Roster Date File After Compare is run

Roster Data File Compare Tool

Compare Two Roster Data Files And Display Grant Records That Are No Longer On The Roster

1. Save both of the files to be compared using the Data Transfer/Report Download function.
2. Click on the <Select Old File> button and choose the old roster file to which you will compare the new file.
3. Using the <Select New File> button, choose the new roster file that you will compare to the old file.
4. Hit the <Compare> Button.
5. Upon completion click on the <Dropped Records> indicator.

   ➜ The resulting data file will include a list of all students formerly on the user's roster that have been transferred to another school's roster since the **Old File** selected in step 2 was originally created by the Commission.

Compare Two Roster Data Files and Display only Grant Records That Have Been Changed

1. Save both of the files to be compared using the Data Transfer/Report Download function
2. Click on the <Select Old File> button and choose the old roster file to which you will compare to the new file.
3. Using the <Select New File> button, choose the new roster file that you will compare the old file.
4. Hit the <Compare> Button.
5. Upon completion click on the <Changed Records> indicator.

   ➜ The resulting report will list <u>only</u> those records where the payment data has been changed from the **Old File** selected in step 2. The report is formatted to list the type of change first, the records changed, and both the old and new data values.

Compare Two Roster Data Files and Display Only Grant Records ThatAre New

1. Save both of the files to be compared using the Data Transfer/Report Download function
2. Click on the <Select Old File> button and choose the old roster file to which you will compare to the new file.
3. Using the <Select New File> button, choose the new roster file that you will compare the old file.
4. Hit the <Compare> Button..
5. Upon completion click on the <First Time on Roster> indicator.

   ➜ The resulting data file will <u>only</u> show those records that are the **New File** but did not appear on the **Old File**.

Save the Resulting File

1. After Roster Date File Compare is run as in Figure 7-3

2. Click <Save New Data File> button

3. Chose name of resulting file and location to save file.

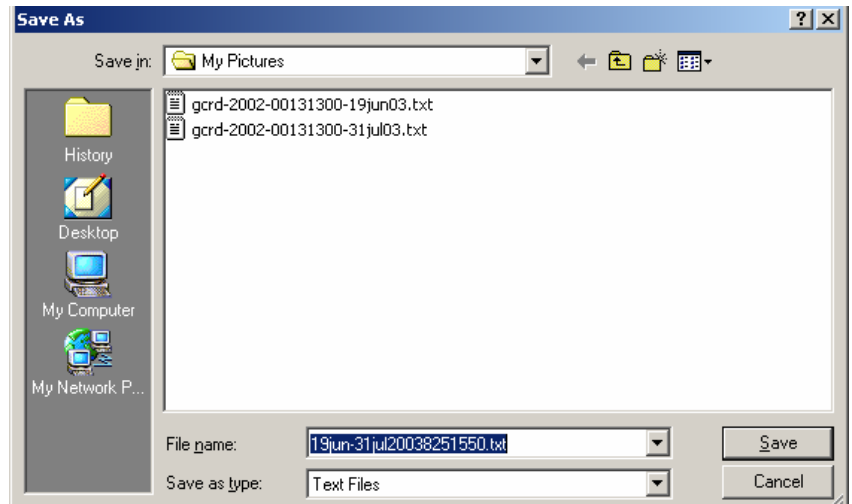4. Hit <Save> Button in "Save As" popup window.

Figure 7-4: "Save As" pop-up box